

Job Title: Administrative Assistant

Location: Pittsfield, MA

Role: Full-Time (In-Person)

Salary and Benefits: \$40,000.00 base salary with an option for dental and health coverage after completing 6-9 months of employment. Plus, two weeks paid vacation.

Elegant Stitches Company Overview

Founded in 1997, Elegant Stitches is a family-owned custom embroidery and screen-printing company that supplies branded apparel and promotional products for public and private sector employees, teams, and community groups. Our goal is to enhance our client's sense of belonging and professional appearance through personalized apparel and merchandise. We have established partnerships with premium brands. We have a wealth of industry expertise, and we produce results that customers deserve.

As a small business and certified Minority Business Enterprise, we are proud of our contribution to the local economy and generate jobs that help enrich our community.

Objectives of this Role

- Prepares and delivers correspondence within personnel, clients, and responds to public inquiries.
- Manages the office calendar and personnel by refining operating procedures, by improving customer relationship management and software systems, office and production layout, equipment, etc.
- Plans internal and external resources by designing a plan for office best practices and production workflow.

Daily and Monthly Responsibilities

- Provides front desk coverage, manages a multi-line phone system, greets clients, manages incoming/outgoing mail and shipments, billing and invoicing, and organizes the office environment.
- Facilitates administrative support between staff by generating meeting notes, memos, letters, spreadsheets, forms, and faxes.
- Schedules company meetings occurring in the office, offsite, and via video conference.
- Coordinate domestic and international travel arrangements for all levels of employees.
- Organizes filing system, contact database, employee list, and inventories.

SKILLS/COMPETENCIES REQUIRED

- High School Diploma or equivalent
- Typing skills
- Proven administrative experience and database competency
- Superb written and verbal communication skills
- Strong time-management skills and multitasking ability
- Proficiency in Microsoft Word and Microsoft Excel and demonstrates an aptitude for learning new software systems
- Experience managing budgets and expenses

EQUAL OPPORTUNITY EMPLOYER

Elegant Stitches is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by federal and Massachusetts laws or regulations.

HOW TO APPLY

To apply, please submit a resume to Auric@elegantstitchesinc.com. You also may include a cover letter and 1-3 writing samples, though not required.